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EP-W-08-054						rd Period 2 Title of Work Assignment/SF Site Name ICS Courses & Exercises									
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Con	tractor	Tetra	Tech Inc).			4 - 7 - 1	pecify Section and Paragraph of Contract SOW Part B paragraphs 1-5							
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Con	Comments: The purpose of this action is to initiate a work assignment for Award Period 2. The contractro shall write a work plan and cost estimate for the activities detailed in he attached Statement of Work for the Award term period. Due to limitation of funds the work assignment ceiling is set at \$100,000 and 750 hours LOE. The contractor is not authorized to exceed these Work Assignment ceilings. All other terms and conditions remain unchanged and in full force and effect.														
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Statement of Work

Contract EP-W-08-054 Environmental Response Training Program (ERTP) Contract, full & open Award Period 2, August 1, 2013 – July 31, 2015 Work Assignment 2-003, ICS Courses & Exercises

Purpose /Background

The purpose of this WA is to aid U.S. EPA in meeting the Core NAR requirements for readiness, and provide practical experience in response management processes by training and exercising EPA and its response partners in the many aspects of the Incident Command System (ICS). This is to be done by delivering, or assisting EPA in the delivery of 16 ISC course offerings, and to provide administrative support to EPA taught ICS courses. The dates and locations of the deliveries will be determined by the Project Officer, in coordination with EPA Regional training coordinators, and EPA Regional NIMS Integration Team (NIT) members.

1.0 Task to be performed

Under this work assignment, the Contractor shall be prepared to present EPA's current list of ICS courses (Exhibit 1 of Performance Work Statement) and Incident Management Team (IMT) functional exercises. A course offering is considering any ICS course that the contractor teaches in full, or in part with EPA instructors, as well as conducting IMT exercises. Course presentations include the following activities: provision of equipment, materials, and supplies, personnel travel, equipment shipment, and liaison with regional or state training contacts.

In Accordance with the Performance Work Statement Part B the contractor shall be responsible for the following:

- -developing a course schedule for Project Officer approval
- -student registration
- -schedule of instructors
- -presentation of training courses
- -improvements to course materials
- -maintain course files
- -acquiring and maintaining equipment
- -issuing student certificates

The contractor shall also be prepared to provide administrative support for any ISC courses that will be entirely taught by EPA instructors. These courses will include ICS 300, ICS 400, ICS 339 and any Key Leadership Position (KLP) course. Administrative support for courses that will be taught entirely by EPA instructors shall include the following:

-developing a schedule in conjunction with the regional contact

-student registration

- -delivery of training material to the regional contact for the course
- -maintain course files
- -issuing student certificates

Updates to the Finance Section Chief, Resource Unit Leader, and Operations Section Chief courses shall be completed in conjunction with the respective EPA NIMS Integration Team (NIT) member by fall 2011. EPA is currently revising the guidance material for the Environmental Unit Leader position, once this is done the materials for this course shall be changed to reflect the EPA changes.

Improvements to course materials and presentations, as well as development of materials for new ICS courses may be requested by the work Assignment manager, JoAnn Eskelsen, through the issuance of written Technical direction.

2.0 Deliverables

An end of course summary with course statistics shall be prepared and delivered electronically at the conclusion of each course and/or exercise.

A draft after action report shall be prepared and delivered electronically at the conclusion of each IMT functional exercise. The report will be finalized by the respective region.

3.0 Period of Performance

The Period of Performance is the duration of the first award fee period. (08/01/2013 to 07/31/2015)

4.0 Government Furnished Property

The Contractor shall utilize available EPA equipment provided and shall provide all personnel, and additional equipment and supplies necessary to complete this work assignment. There is no specific list of government furnished property for these courses and exercises.

5.0 Points of Contact

Ms. Claudia Armstrong 1200 Pennsylvania Avenue, NW MC: 3805R Washington, DC 20460 P-202-564-6679 F- 202-565-2558 Armstrong.Claudia@EPA.gov

	-	United States Environmental Pr				vironmental Pro	tection	ection Agency			Work Assignment Number				
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		2	Work Plan			6				From	08/0	1/13	то С	7/31/15	
Con	Comments: The purpose of this action is to approve the contractors' work plan dated Aug 22, 2013 for a cost/LOE not to exceed \$629,775 and 5,279 hours LOE. Due to limitiation of funds the initial ceiling for cost/LOE is set at \$100,000 and 750 hours. All other terms and conditions remain unchanged.														
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Work Assignment Form. (WebForms v1.0)

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Comments: The purpose of this action is to raise the funding and LOE ceiling from \$100,000 and 750 hours to \$300,000 and 2750 hours. All other terms and conditions remain unchanged.												
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Contracting Official Name Claudia	Armstr	ong			, ,	Bran	ch/Mail Code: 38	DSPL				
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Comments: The purpose of this action is to increase the ceilings for funding and LOE from \$300,000 and 2,750 hours to \$375,000 and 3,250 hours. All other terms and conditions remain unchanged.										
Superfund	Acco	unting and Ap	propriations Data			Х	Non-Superfund			
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Comments: The purpose of this action is to increase the ceiling for funding and LOE from \$375,000 and 3,250 hours to \$425,000 an 3,650 hours. All other terms and conditions remain unchanged.											
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Work Assignment Form. (WebForms v1.0)

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Work Assignment Form. (WebForms v1.0)

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Comments: The purpose of this action is to increase the ceilings for funding and LOE from \$500,000 and 4,400 hours to \$550,000 and 4,800 hours. In addition to extend the period of performance end date from 7/31/2015 to 10/31/2015. All other terms and conditions remain unchanged.											
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Project Officer Name Joann Eskelse:	Bra	nch/Mail Code:									
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